



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 4<sup>th</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544-5200



AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-00-04 – Farewell Gifts for Superior Officers/NCOs

1. It is a time-honored tradition in the military that when senior officers and enlisted soldiers PCS, ETS, or retire, they receive a farewell gift. Most all of us have been the recipient of or donated to the purchase of farewell gifts. The most important guidance to remember is to not honor departing soldiers by bestowing on them a gift that will result in an IG or DA ethics investigation that will follow them to a new duty assignment. The following rules will be adhered to with regards to farewell gifts.
2. The gift's fair market value will not exceed \$300 per donating group. The \$300 limit does not include the cost of food, refreshments, and entertainment provided to the honoree to mark the occasion for which the gift is given.
  - a. A donating group is comprised of all the contributors to that group gift. For a departing commanding general, each brigade can be a donating group; for a brigade commander, each battalion; for a battalion commander, each company; and for a company commander, each platoon. An employee may not contribute as part of more than one donating group. If he or she does, the different groups become one donating group.
  - b. Donating groups may not band together to buy the departing soldier one large gift that is intended to circumvent the \$300 limit. For example, a print that costs \$250 paid for by 1st Battalion, which is then framed for \$150 by 2nd Battalion, would be an improper gift. Or, a \$1,500 set of golf clubs, with bag, balls, and other paraphernalia, would be improper even though a number of individual donating groups purchased individual parts of the set, none of them exceeding the \$300 limit.
3. No soldier may solicit more than \$10 from another soldier for a group gift for a superior. Soldiers will be informed that any contribution is completely voluntary and that they may decline to contribute. Contributors will not be rewarded in anyway, i.e., recipient of a pass, excusal from PT, etc. Lists of donors or non-donors will not be compiled. The collection should be handled by someone junior in the organization.
4. Spouses of departing superior officers/NCOs may receive a gift based on their own personal contribution within the military community. However, if the gift for the spouse is merely a subterfuge to recognize the superior's departure, the \$300 limitation applies to the combined value of the gift for both the superior and spouse.

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5. Spouses of departing superior officers/NCOs may receive gifts from private organizations (PO) in which they have been actively involved. There is no specific limitation on the value of such gifts. However, to prevent any appearance of impropriety, I strongly recommend that such gifts not exceed \$300, be separate and distinct from the gift intended for departing officer/NCO, and be based solely on the departing spouse's personal contribution to the PO.
6. Groups contemplating giving weapons, antiques (especially swords), or engraved golf bags or clubs must first receive approval from the 4ID ethics counselor or SJA.
7. Anyone with questions regarding whether a contemplated gift or solicitation method is appropriate should contact the 4ID ethics counselor, MAJ Philip Bandy, 287-1807.

“STEADFAST AND LOYAL!”

RAYMOND T. ODIERNO  
Major General, USA  
Commanding

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